



**March Joint Powers  
Authority**  
**Planning Department**  
 P.O. Box 7480  
 Moreno Valley, CA 92552  
**(951) 656-7000**  
**(951) 653-5558 FAX**

**TRANSPORTATION  
DEMAND  
MANAGEMENT PLAN  
AND INSTRUCTIONS**

Date Submitted: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Business Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Business Park/Shopping Center Name: \_\_\_\_\_

Name of Highest Ranking Official at this Worksite: \_\_\_\_\_

Title: \_\_\_\_\_

Phone No: \_\_\_\_\_ FAX No: \_\_\_\_\_

Name of On-Site Contact Person/Applicant: \_\_\_\_\_

On-Site Contact Person/Applicant's Signature: \_\_\_\_\_

Phone No: \_\_\_\_\_ FAX No: \_\_\_\_\_

**General Information**

**I. Applicability:** Prior to the issuance of the certificate of occupancy, new nonresidential development exceeding a building area of twenty thousand (20,000) gross square feet or employing 20 or more employees shall provide at a minimum, the traffic demand management measures contained within this form. Nonresidential development with less than 20,000 gross sq/ft and less than 20 employees shall either submit a completed Traffic Demand Management Plan or may request an exemption (see EMPLOYER EXEMPTION REQUEST).

**II. General Information:** The March Joint Powers Authority (March JPA) Transportation Demand Management Plan consists of forms that must be completed and returned to March JPA. The plan is to be used by employers filing either an initial plan or an annual update plan. Applicants may generate their own transportation plan forms on a computer, but they must contain all the information in the same order as the forms that are herein provided. **Two copies** of the completed plan must be submitted to march JPA on or before your plan due date.

**III. Step-By-Step Guidelines:** These guidelines should be used by employers to understand the process involved in developing their worksite Transportation Demand Management Plans (TDMP). By following the steps identified below, employers will be better able to prepare a TDMP that will meet or exceed the Transportation Demand Management Plan requirements of the March JPA. Please see the following step-by-step guidelines:

1. Read the Transportation Demand Management Plan and Instructions (this form).



**D. Services/Amenities:** Identify which of the following amenities are offered/provided at the worksite to facilitate reduced Traffic Demand Management objectives:

- |   |  |
|---|--|
| <input type="checkbox"/> Direct Deposit               | <input type="checkbox"/> Day Care Center                   |
| <input type="checkbox"/> ATM / Bank                   | <input type="checkbox"/> Fitness Center                    |
| <input type="checkbox"/> Check Cashing                | <input type="checkbox"/> Post Office Services              |
| <input type="checkbox"/> Transit Pass Sales (Monthly) | <input type="checkbox"/> Movie / Show / Event Ticket Sales |
| <input type="checkbox"/> Showers                      | <input type="checkbox"/> Dry Cleaning Service              |
| <input type="checkbox"/> Clothes Lockers              | <input type="checkbox"/> Pharmacy                          |
| <input type="checkbox"/> Bike Racks                   | <input type="checkbox"/> Retail Stores                     |
| <input type="checkbox"/> Bike Lockers                 | <input type="checkbox"/> Food / Convenience Stores         |
| <input type="checkbox"/> Bikes Are Allowed Inside     | <input type="checkbox"/> Auto Services                     |
| <input type="checkbox"/> Air Pump                     | <input type="checkbox"/> Grooming (Hair / Beauty Salon)    |
| <input type="checkbox"/> Bike Repair Kit or Service   | <input type="checkbox"/> Medical / Dental Offices          |
| <input type="checkbox"/> Lunch Room/Employee Lounge   |  |
| <input type="checkbox"/> Vending Machines             | <input type="checkbox"/> Other (state) _____               |
| <input type="checkbox"/> Restaurant/ Cafeteria        |  |
| <input type="checkbox"/> Catering Truck               | <input type="checkbox"/> Other (state) _____               |

**V: Mandatory On-site Information Requirements**

1. A minimum of 5% of parking spaces shall be painted and reserved for carpooling/vanpools. Carpool/Vanpool parking spaces are to be located in the most convenient parking areas near the main employee entrance. Please attach an 8 ½ X 11” plan identifying the location of carpool/vanpool parking spaces.

2. **RIDESHARING INFORMATION KIOSK OF BULLETIN BOARD** (updated annually). Ridesharing bulletin board shall measure a minimum of 30” X 40”. Ridesharing kiosk shall provide an equivalent area for the posting of information:

Please identify the type of information to be posted for Carpool/Vanpool (check all that apply):  
 Posters     Maps     Flyers     Memos

Please identify the type of information to be posted for bus transit: (check all that apply):  
 Posters     Maps     Flyers     Memos

Please identify the type of information to be posted for bicycle, walking (check all that apply):  
 Posters     Maps     Flyers     Memos

3. Name of Onsite Contact Person for your Transportation Demand Management Plan:

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**4. MANDATORY TRANSIT INFORMATION TO BE POSTED ON THE BULLETIN BOARD OR KIOSK AT ALL TIMES**

**RTA (Riverside Transit Agency): ..... 1-800-800-7821**  
Maps and token purchase information (Where, when and how much?)  
Schedules (Information for that stop within 1 mile or 12 blocks from your worksite)

**CLUB Ride/Rideshare Plus (RCTC)..... 951-341-9230 / 866-RIDESHARE**  
Ridesharing incentives through discounts at restaurants, entertainment and other venues  
Access to members only website ([www.rideshareplus.info](http://www.rideshareplus.info))  
Special promotions and prize drawings

**TEAM RIDE/RIDESHARE PLUS (SANBAG).....909-884-5459 / 866-RIDESHARE**

**METRO COMMUTE SERVICES: ..... 800.COMMUTE (266.6883)**  
Maps for "Park & Ride" lots, English and Spanish information of carpools, vanpools, bicycling, telecommuting, other bus lines, Red, Blue & Green light rail lines, and freeway conditions.

**CALTRANS: .....800.427.ROAD (427.7623)**  
Direct telephone line for California freeway conditions.

**VI: Optional Information Distribution:**

**1. MONTHLY RIDESHARE INFORMATION DISTRIBUTION**

Type of information to be distributed: Carpool, Vanpool, Bicycle, Walk, Public/Mass transit (monthly records must be maintained and submitted with TDMP update annually)

\_\_\_\_\_ Paycheck Stuffers    \_\_\_\_\_ Article in Company Newsletter

\_\_\_\_\_ Rideshare Newsletter    \_\_\_\_\_ Memos    \_\_\_\_\_ E-mail

**2. NEW EMPLOYEE ORIENTATION**

\_\_\_\_\_ 1.    REVIEW INFORMATION CONTAINED IN THIS WTP

\_\_\_\_\_ 2.    NEW EMPLOYEES WILL BE PROVIDED WITH A COPY OF THE TDMP

## EDUCATIONAL INFORMATION & POSTERS

### USEFUL PHONE NUMBERS

California Bicycle Coalition.....	916.446.7292
Caltrans, direct telephone line for California freeway conditions.....	800.427.ROAD (427.7623)
South Coast Air Quality Management District.....	800.CUT SMOG (288.7664)
Coalition for Clean Air.....	310.441.1544
California Air Resources Board (CARB).....	800.242.4450

### USEFUL INTERNET ADDRESSES

MetroLink.....	<a href="http://www.metrolinktrains.com">www.metrolinktrains.com</a>
Metro (formerly (MTA) Metropolitan Transit Authority).....	<a href="http://www.metro.net">www.metro.net</a>
California Bicycle Coalition.....	<a href="http://www.calbike.org">www.calbike.org</a>
Bike Link.....	<a href="http://www.bikelink.com">www.bikelink.com</a>
Caltrans - California freeway conditions.....	<a href="http://www.dot.ca.gov">www.dot.ca.gov</a>

**TRANSPORTATION DEMAND MANAGEMENT PLAN  
MANAGEMENT COMMITMENT LETTER**

Date \_\_\_\_\_

March JPA  
Transportation Demand Management Exemption Request  
P.O. Box 7480  
Moreno Valley, CA 92552

As the Company Chief Executive Officer, or the highest-ranking official at this worksite, I attest the attached worksite Transportation Demand Management Plan will be implemented as described and as approved by the March Joint Powers Authority.

I further declare that all data in the plan is accurate and verifiable to the best of my knowledge.

Sincerely,

\_\_\_\_\_  
Signature of Official in Charge

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

**TRANSPORTATION DEMAND MANAGEMENT PLAN  
EMPLOYER EXEMPTION REQUEST FORM**

Date \_\_\_\_\_

March JPA  
Transportation Demand Management Exemption Request  
P.O. Box 7480  
Moreno Valley, CA 92552

I am an authorized representative of \_\_\_\_\_, an employer subject to the March JPA Transportation Demand Management requirements. I write to request that the employer named in this letter be exempted from the requirement to file a Transportation Demand Management Plan, based on the grounds that the **total employee population** is \_\_\_\_\_, which is below the minimum 20 employee level.

Please contact me if you require additional information.

Sincerely,

\_\_\_\_\_  
Signature of Official in Charge

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number